

**MISSISSIPPI INSURANCE DEPARTMENT
REQUEST FOR PROPOSALS**

**PROFESSIONAL SERVICES FOR MISSISSIPPI HEALTH INSURANCE EXCHANGE
COMMUNITY EDUCATION AND OUTREACH PROGRAM**

RFP QUESTION AND ANSWER DOCUMENT

QUESTION NUMBER	RFP SECTION	RFP PAGE	QUESTION-DUE 6/5/2012	RESPONSE-DUE 6/8/2012
1	SECTION 2; SECTION 4	7; 11	What is the difference between the Proposed Budget referenced on page 7, number 9 of the RFP and the " Contract Budget and Timelines " referenced in Section 4 on page 11? We assume that the proposed budget requires a narrative description containing the justification for each Phase and responds to the activities discussed in the Scope of Work. Whereas the Contract Budget and Timelines will contain only the detailed budget with a timeline for each phase. Is this a correct assumption?	The difference between the two is that 9. Proposed Budget on page 7 asks for a total proposed budget amount for the project without further explanation or justification, and SECTION 4: CONTRACT BUDGET AND TIMELINES asks for a detailed budget outlining the number of personnel with hourly rates, estimated hours, and other costs proposed to accomplish the proposed Scope of Work. A narrative description containing the budget justification for each Phase should be included in this section. A comprehensive Timeline addressing all tasks and deliverables to complete the Scope of Work should also be provided in this section.
2	SECTION 1	3	Section 1 (B) page 3 of the RFP: The last sentence states that: "Education and outreach materials will be developed on an on-going basis and can be customized by the Vendor for this community education and outreach project." Who is financially responsible for the customization of the materials to reach the targeted audiences the Vendor or the entity that produces the materials on an on-going basis?	MID is currently developing and designing the initial branding package and messaging for the Exchange. Education and outreach materials will be developed on an on-going basis and can be customized by the vendor for this community education and outreach project. Any materials to be customized specifically for this community education and outreach project would be the financial responsibility of the vendor.

3	SECTION 2	6	In addition to the vendor requirements outlined in this RFP, does the MID and/or State (via statute, rules/regs or otherwise) have any additional surety requirements that are applicable to this particular type of contract for professional services? Specifically, is there a requirement that a potential vendor acquire: 1) a bid bond and submit proof thereof as a part of its proposal for services; 2) a performance bond; and/or 3) errors and omissions/professional liability coverage?	No, these are not required for this RFP.
4	SECTION 2; SECTION 4	7; 11	We looked through the RFP and also on the web site for any amendments. We were unable to find the funds available for Phase I and Phase II. Are there any caps or program requirements tied to specific funding amounts? Please advise.	<p>Costs for this project are not specified. There are no program requirements tied to specific funding amounts. Vendors are asked to submit proposed costs based on their proposed Scope of Work.</p> <p>SECTION 2 RFP GUIDELINES: 9. Proposed Budget Cost proposals should be included in this Request for Proposals and should include estimates for each Phase of service requested along with a total. The proposed budget should respond to the requirements set out in the Scope of Work and itemized for each deliverable. It should not be assumed that the estimated budget of MID's Exchange Establishment Grant received from the U.S. Department of Health and Human Services would be the actual amount for this project. Due to the variable nature of the services required, vendors must include hourly rates for each staff class.</p>

				<p>SECTION 4: CONTRACT BUDGET AND TIMELINES</p> <p>The proposal should include a proposed detailed budget outlining the number of proposed personnel along with hourly rates and estimates of hours, travel costs, supplies, and other costs associated with the required work to be performed. It is expected that the Vendor will hold regular conference calls with MID and schedule any necessary in-person meetings with MID project staff.</p>
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